

D. C. PUBLIC LIBRARY

Position Vacancy Announcement

ANNOUNCEMENT NO: 08-15

OPENING/CLOSING DATE: 4/11/08 - Open Until Filled
(First screening date after 4/25/08)

POSITION TITLE: Custodial Worker/Laborer **SALARY:** \$13.82- \$18.14 per hour
RW-03566-3
(More than one position may be filled from this announcement)

AREA OF CONSIDERATION: Unlimited

LOCATION: Facility Management Department
Martin Luther King, Jr. Memorial Library
901 G Street, N.W.
Washington, D.C. 20001

HOURS: On weekdays and weekends as scheduled

FUNCTIONS: Under the supervision of the Supervisor, Custodial Force, the incumbent is responsible for a full range of cleaning and maintenance duties on a daily basis, as assigned, at facilities throughout the system; uses various preparations to clean and maintain the floors, walls and ceiling surfaces of library facilities; removes stains from a variety of surfaces using chemicals and cleaning solutions; occasionally works on ladders to wash windows, walls, etc; operates powered cleaning equipment, cleans and maintains equipment, changes brushes and accessories and makes adjustments as necessary; replaces light bulbs throughout the building as assigned; moves heavy furniture and materials weighing forty to fifty pounds; shovels snow and removes ice. Performs other related duties as assigned.

QUALIFICATIONS: Ability to perform all cleaning duties without close supervision; knowledge of proper uses of a variety of cleaning and sanitizing solutions; ability to remove different kinds of stains from surfaces; ability to operate, clean and make adjustments to powered cleaning equipment.

Physical Requirements: Moderately heavy physical effort is used in lifting, moving, setting up objects, mopping, and scraping floors. Frequently lift and moves objects about 40 pounds and occasionally objects weighing over 50 pounds. Incumbent bends, stoops, carries, and controls pieces of equipment, ladders, trash cans, and cleaning equipment (manual/power).

OTHER: must possess and maintain a valid, state-issued Driver's License.

RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR APPLICATION.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

KSA #1: Knowledge of the proper usage of a variety of special cleaning and sanitizing solutions to remove various odors and stains from a wide variety of surfaces.

KSA #2: Ability to operate, controls, and clean both lightweight and heavy powered equipment and to safely perform minor or routine operator maintenance to this equipment.

KSA#3: Ability to work safely.

TO APPLY: Submit D.C. Government Employment Application Form and resume to the Human Resources Department, Room 423, Martin Luther King, Jr. Memorial Library, 901 G Street, N.W., Washington, D.C. 20001 or email to hr.dcpl@dc.gov. Staff members submit PL-424, resume and ranking factors.

RESIDENCY: Effective 3/16/89, the Residency Preference Amendment Act of 1988, D. C. Law 7-203, is in force. **NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

BARGAINING UNIT:	APPLICABLE	<u>X</u>	NOT APPLICABLE	_____
ESSENTIAL EMPLOYEE:	APPLICABLE	<u>X</u>	NOT APPLICABLE	_____